

MISSOURI DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS
DIVISION OF LABOR STANDARDS
Wage and Hour Program
WAGE and HOUR OUTREACH

Starting Salary: \$1,274.00 semi-monthly

Location: Jefferson City, Mo

Responsibilities:

- Contacting public/private entities to advise them of the requirements and provisions of wage and hour statutes
- Attending and speaking at conferences and trainings
- Outreach on project notifications and contractors wage surveys
- Conduct audits to ensure compliance with Wage and Hour laws
- Testifies on administrative proceedings
- Interacts with other agencies
- Writes detailed reports
- Have reliable transportation
- Willing to travel
- Extensive computer knowledge

Education and Experience Qualifications:

- Graduation from an accredited four-year college or university with specialization in business administration, criminal justice, construction management or closely related areas. OR Four years of experience in one or more of the areas described below: and possession of a high school diploma or a GED certificate.

Areas of Qualifying Experience:

- Professional or technical experience in accounting, auditing, bookkeeping, or a closely related area.
- Professional or technical experience in administrative law enforcement or closely related areas.
- Experience in the supervision or inspection of building construction projects, or journey-level work in one or more of the construction trades.
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Interested individuals please email a DOLIR employment [application](#) (labor.mo.gov/documents/2396-AI.pdf) and transcript to: humanresources@labor.mo.gov or fax to 573-751-3668 by August 1, 2016.

Inquires may be directed to Jean Padgett at (573) 751-3589 in Human Resources.

EEO/ADA Employer